

GUIDELINES FOR INSPECTION OF PUBLIC RECORDS**DSP 3 (Rev. 7/2003) (Electronic Version)**

All public records of the State Department of Developmental Services (DDS) that are subject to disclosure under the provisions of the California Public Records Act (Government Code Sections 6250-6260) are open to inspection by the public during the normal office hours of the office at which those records are located. However, many records of the Department of Developmental Services are exempt from disclosure. (See, for example, Welfare and Institutions Code section 4514.)

The DDS asks that any person who wishes to inspect a public record complete a "Request to Inspect Public Record," DS 43. In order to assist DDS in locating the documents, the requestor should identify the record by a specific description and approximate date the record was created. The requestor should provide the form to the office where the public record is located. If the request is made to headquarters, it should be addressed to Office of the Director, attention: Public Records Act Request.

A requestor may inspect the record at the DDS office, or may obtain either a printed or electronic copy. The DDS, upon any request for a record, shall determine within 10 days after the receipt of such request whether the request seeks disclosable public records and shall promptly notify the person making the request of such determination and reasons. However, when permitted by law, DDS may extend the date for a determination by up to 14 days. If DDS determines that the request seeks disclosable records, DDS will notify the requestor of the estimated date and time when records will be available.

No copies will be released until receipt of the prescribed fee. (See schedule below.) Fees may be paid by check or money order payable to the Department of Developmental Services. In addition, the requester may reproduce a public record by his/her own means, subject to the limitations that no record is removed from the office, and that the record is not damaged by this reproduction equipment. The DDS may temporarily deny or restrict inspection of public records under the following circumstances: a. the records are at that particular time required by staff of the Department or other state officials in performing their duties; b. supervision of inspection is at that particular moment not possible; c. other members of the public are waiting to inspect those records.

FEE SCHEDULE**PUBLIC RECORDS ACT – PHOTOCOPYING**

Ten cents (\$0.10) per page

The minimum fee for 10 pages or less is \$1.00, which may be waived by DDS.

PUBLIC RECORDS ACT – ELECTRONIC COPY

The cost for an electronic copy is the actual cost, which will vary. If the requestor wants an electronic copy of an existing document, the cost will be the cost for producing a copy of the record in an electronic format, e.g. the cost of a disk and the cost to copy the information on to a disk. If the requestor wants a record that is produced only at otherwise regularly scheduled intervals, or DDS would have to compile, extract or program data in order to comply with the request, then DDS will charge the requestor for the cost of programming and computer services.

CONFLICT OF INTEREST STATEMENT — \$0.10 per page

Per the Political Reform Act of 1974, conflict of interest statements shall be open for public inspection and reproduction during regular business hours, not later than the second business day following the day received. No conditions shall be imposed on persons desiring to inspect or reproduce conflict of interest statements, nor shall any information or identification be required from such persons. In addition, the filing officer may charge a retrieval fee not to exceed five dollars (\$5) per request for statements that are five or more years old. Requests for more than one statement at the same time shall be considered a single request.